

CHARTER OF THE RADIO CLUB OF SMITH COLLEGE

ARTICLE I. PURPOSE.

The purpose of this Club is to operate, in all its aspects the Radio Station owned by the undergraduate body of Smith College. The Club shall strive to give the student body the type of program which it desires and shall also give its members an opportunity to gain practical experience in the various fields of radio.

ARTICLE II. MEMBERSHIP.

A. TRIAL MEMBERSHIP.

1. Trial Membership shall be open to all students desiring this membership.
2. Application for Trial Membership shall be made at special meetings held for this purpose in September and February of each Academic Year.
3. Trial members shall not have a vote in Club policy.

B. FULL MEMBERSHIP

1. Full Membership shall automatically be granted to any Trial Member who completes fifteen hours of work in Radio Club during two consecutive semesters.
2. Each Full Member of the Radio Club shall be required to contribute twenty hours of work in Radio each Academic Year in order to retain her Full Membership status.

ARTICLE III. ORGANIZATION

- A. A Faculty Advisor shall be appointed by the President of the College for a term of two years.

B. STEERING COMMITTEE

1. The five Divisional Managers, together with the Station Manager, Executive Secretary, and two Elected Representatives, shall constitute the Steering Committee.
2. The Steering Committee shall be charged with the routine functioning of the Radio Club.
3. At the beginning of each semester of broadcasting activities, this Committee shall present a tentative Program Format to the Club for ratification. Approval of this Format by a simple majority of the Full Members of the Club shall constitute the Club's endorsement of Steering Committee's plans and shall empower the Steering Committee to proceed with the execution of these plans.
4. In the event of a need for drastic revision of this Format during a semester, the Steering Committee shall present the proposed changes to

CHARTER OF THE BUREAU OF SMITH COLLEGE

ARTICLE I. PURPOSE.

The purpose of this Charter is to organize, in all its aspects, the Bureau of Smith College owned by the management body of the college. The Charter shall give to the student body the type of program which is desired and shall also give the members an opportunity to gain practical experience in the various fields of study.

ARTICLE II. MEMBERSHIP.

A. QUALIFICATION.

1. To be a member of the Bureau, one must be a student of Smith College.
2. Application for membership shall be made to the Bureau of Smith College.
3. The Bureau of Smith College shall have the right to accept or reject any application for membership.
4. The Bureau of Smith College shall have the right to suspend or expel any member who is found to be in violation of the Charter.
5. The Bureau of Smith College shall have the right to revoke the membership of any member who is found to be in violation of the Charter.
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10. The Bureau of Smith College shall have the right to suspend or expel any member who is found to be in violation of the Charter.

ARTICLE III. ORGANIZATION.

1. The Bureau of Smith College shall be organized into a number of committees, each of which shall be responsible for the execution of the Charter.
2. The committees shall be composed of members of the Bureau of Smith College.
3. The committees shall be organized into a hierarchy, with the Bureau of Smith College at the top.
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ARTICLE III. (cont'd.)

the Club for ratification. Approval of a two-thirds majority of the Full Members of the Club shall constitute ratification of the changes suggested by Steering Committee.

C. STATION MANAGER.

1. The Station Manager shall preside at all regular Business meetings of the Club and she shall act as Chairman of Steering Committee, executing the policy of these bodies.
2. The Station Manager shall call all Club and Steering Committee meetings and may call a divisional meeting.

D. EXECUTIVE SECRETARY.

1. The Executive Secretary shall keep all the official records of the Club, the minutes of all Business Meetings, and she shall handle all correspondence.
2. In the event of the absence or disability of the Station Manager, the executive Secretary shall preside at the Club Meetings and shall act as Chairman of the Steering Committee. In this event, she shall appoint one or both of the Elected Representatives on Steering Committee to fulfill her functions until the return of the Station Manager or until a new Station Manager is elected.

E. DIVISIONAL MANAGERS.

1. The Club shall be divided into five Divisions and there shall be a Divisional Manager at the head of each Division.
2. The five Divisions shall bear the following names indicative of their functions:
 - a) The Programming and Production Division
 - b) The Technical Division.
 - c) The Financial Division.
 - d) The Advertising Division.
 - e) The Public Relations Division.

F. ELECTED REPRESENTATIVES.

1. As representatives of the Club to Steering Committee, the Elected Representatives shall have one vote each in all the policy formation of the Steering Committee.
2. Upon the request of the Executive Secretary, the Elected Representatives shall assume all or part of the duties of that office for a length of time which the Executive Secretary shall designate. The Executive Secretary shall make such a request only under the circumstances covered in Section D Part 2 of this Article or in the event of the Executive Secretary's resignation from office.

ARTICLE IV. METHODS OF ELECTION.

- A. The election and installation of all the new Officers of this Club shall be completed by the first of May of each year.

the Club for ratification. Approval of a two-thirds majority of the full members of the Club shall constitute ratification of the changes suggested by Steering Committee.

C. STATION MANAGER.

1. The Station Manager shall preside at all regular business meetings of the Club and the Steering Committee.
2. The Station Manager shall call all Club and Steering Committee meetings and may call additional meetings.

D. EXECUTIVE SECRETARY.

1. The Executive Secretary shall keep all the official records of the Club, the minutes of all business meetings, and the correspondence.
2. In the event of the absence or disability of the Executive Secretary, the Executive Secretary shall provide for the Club meetings and shall act as Chairman of the Steering Committee in his absence. The Executive Secretary shall be elected by the Club for a term of one or more years.
3. The Executive Secretary shall be elected by the Club for a term of one or more years.

E. DIVISIONS.

1. The Club shall be divided into five divisions and there shall be a Divisional Manager for the head of each Division.
2. The five Divisions shall bear the following names indicative of their functions:
 - a) The Program and Production Division
 - b) The Technical Division
 - c) The Financial Division
 - d) The Advertising Division
 - e) The Public Relations Division

F. ELECTIONS.

1. As representatives of the Club to Steering Committee, the Elected Representatives shall have one vote each in all the policy formation of the Steering Committee.
2. Upon the request of the Executive Secretary, the Elected Representatives shall appear at part of the duties of that office for a length of time which the Executive Secretary shall determine.
3. The Executive Secretary shall make such a request only when the circumstances covered in Section D justify it.
4. The Executive Secretary's resignation from office.

ARTICLE IV. ELECTIONS OR RELECTIONS.

1. The election and re-election of all the new Officers of this Club shall be completed by the first of May of each year.

ARTICLE IV. (cont'd)

B. STATION MANAGER.

1. All Full Members of Radio Club are eligible for election as Station Manager.
2. The Station Manager shall be elected by secret preferential ballot by the Full Members of the Club one week before the election of the Divisional Managers.

C. EXECUTIVE SECRETARY.

1. All Full Members of Radio Club are eligible for election as Executive Secretary.
2. The Executive Secretary shall be elected by secret preferential ballot by the Full Members of the Club one week before the election of the Divisional Managers.

D. DIVISIONAL MANAGERS.

1. Nominations for Divisional Manager shall be made by the Full Members of each Division and shall constitute the primary slate of candidates.
2. From this primary slate of candidates, the Steering Committee shall prepare a final slate of candidates for each division.
3. Each Division shall elect its own manager by secret ballot from among the Full Members of the Division, and a simple majority shall constitute election.

E. ELECTED REPRESENTATIVES.

1. All Full Members of Radio Club are eligible for election as a Club Representative to Steering Committee.
2. Two such Representatives shall be elected by secret ballot by the Full Members of Radio Club, and a simple majority shall constitute election.
3. The term of office shall be one semester with the possibility of one re-election.

ARTICLE V. MEETINGS

- A. The Station Manager shall call one general Business Meeting of the Club per month.
- B. The Station Manager or the Divisional Manager shall call the individual Divisional Meetings.
- C. The Steering Committee shall meet at least once a month at the request of either the Station Manager or of any Member of the Steering Committee.
- D. Any ten Members, Full or Trial of the Club may, upon written petition to the Station Manager, request a meeting of the Club, of an individual Division, or of the Steering Committee. Such a request will automatically be granted by the Station Manager.

ARTICLE VI. FINANCES.

- A. The College Treasurer shall act as Financial Advisor to the Club and, at the start of each College fiscal year, the Financial Manager of the Club shall submit a tentative budget to the College Treasurer.

ARTICLE IV. (cont'd)

B. STATION MANAGERS.

1. All full members of Radio Club are eligible for election as Station Manager.
2. The Station Manager shall be elected by secret ballot one week before the election of the Divisional Managers.

C. EXECUTIVE SECRETARY.

1. All full members of Radio Club are eligible for election as Executive Secretary.
2. The Executive Secretary shall be elected by secret ballot one week before the election of the Divisional Managers.

D. DIVISIONAL MANAGERS.

1. Members of each Division shall be made by the full members of each Division and shall constitute the primary list of candidates.
2. From this primary list of candidates, the Steering Committee shall prepare a final list of candidates for each division.
3. Each Division shall elect its own members by secret ballot from among the full members of the Division, and a simple majority shall constitute election.

E. ELECTED REPRESENTATIVES.

1. All full members of Radio Club are eligible for election as Club Representative to the Steering Committee.
2. Two such representatives shall be elected by secret ballot by the full members of Radio Club, and a simple majority shall constitute election.
3. The term of office shall be one semester with the possibility of one re-election.

ARTICLE V. MEETINGS.

- A. The Station Manager shall call one general business meeting of the Club per month.
- B. The Station Manager or the Divisional Manager shall call the individual Divisional meetings.
- C. The Steering Committee shall meet at least once a month at the request of either the Station Manager or of any member of the Steering Committee.
- D. Any full member, full or full of the Club may upon written petition to the Station Manager, request a meeting of the Club, or an individual Division, or of the Steering Committee. Such a request will upon being granted by the Station Manager.

ARTICLE VI. FINANCES.

- A. The College Treasurer shall act as the financial adviser to the Club and, at the end of each College financial year, the Financial Manager of the Club shall submit a tentative budget to the College Treasurer.

ARTICLE VI. (cont'd))

for criticism and approval.

- B. The Financial Manager shall submit this revised, tentative budget to the Club for approval. A two-thirds majority vote by the Full Members of the Club shall constitute endorsement of the budget and shall empower the Financial Manager to dispense Club monies in accordance with the approved budget.
- C. The Financial Manager of the Club shall, with the College Treasurer, be responsible for letting out all contracts.

ARTICLE VII. AMENDMENTS.

This Constitution may be amended by a two-thirds majority vote at any regular Business Meeting provided that the amendment has been submitted in writing at the previous regular Business Meeting.

ARTICLE VI. (cont'd)

For revision and approval.
The Finance Committee shall submit this revised
tentative budget to the Club for approval.
Two-thirds majority vote by the full members of the
Club shall constitute endorsement of the budget
and shall empower the Financial Manager to
disburse Club monies in accordance with the
approved budget.
C. The Financial Manager of the Club shall, with the
College Treasurer, be responsible for letting out
all contracts.

ARTICLE VII. FINANCIAL LIMITS.

This Constitution may be amended by a two-thirds
majority vote at any regular Business Meeting provided that
the amendment has been submitted in writing at the previous
regular Business Meeting.